Approved For Release 2002/07/29 : CIA-RDP80B01676R001600020003-2

Executive Registry
63-6493/1

SECRET

23 August 1963

MEMORANDUM FOR: Assistant to DCI

ATTENTION : Mr. [redacted] 25X1

SUBJECT : Overtime Payment for Mr. [redacted] 25X1

1. Attached is a proposed reply to the letter written by Mr. [redacted] For your information, Mr. [redacted] was a contract employee assigned to duty at the [redacted] He was placed on probation 3 December 1962 and asked to resign on 6 May 1963 due to unsatisfactory performance of duty. 25X1 25X1 25X1

2. During the period that Mr. [redacted] was stationed at [redacted] the Base had a firm policy applicable to all employees of granting compensatory leave for all overtime work rather than authorizing the payment for overtime. The records of [redacted] show that from 1 June 1962 to 10 January 1963, Mr. [redacted] was given a total of 72 hours off from work as compensation for overtime. After 10 January 1963 to 6 May 1963, he was not assigned to actual duty at [redacted] but was requested to stand-by at home. During this stand-by period, he was given a fitness for duty evaluation by the Medical Staff (Medical advised that he was O.K. for duty), and he was also called in on several occasions to confer with the placement officer for possible reassignment elsewhere in the Agency. Prior to 1 June 1962, [redacted] did not maintain complete records on [redacted] showing the exact amount of overtime earned and the exact amount of compensatory time that he took off from work. However, the Chief, [redacted] advises very emphatically that [redacted] during his entire employment was given an hour's time off from work for every hour that he earned as overtime. 25X1 25X1 25X1 25X1 25X1 25X1 25X1 25X1 25X1

3. The contract that Mr. [redacted] had with the Agency contained the following clause on compensation: 25X1

> "In full consideration for the use of your services and the performance of specified confidential duties you will be compensated in an amount

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calculated at the rate of $6400.00 per annum. In addition, you will be entitled to authorized overtime in conformance with rules and regulations applicable to government appointed employees."

25X1

[redacted]
Acting Chief, SR Support Staff

Attachment:
As stated

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Executive Registry STAT
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DRAFT

23 August 1963

STAT Dear Mr. [redacted]

I am writing to thank you for your letter of 16 August 1963 concerning your request for the payment of overtime.

In your letter you have stated that you worked overtime during the period 1 October 1959 to 6 May 1963, and that you did not receive payment for this service. According to the terms of your contract, you were either entitled to payment for overtime work or to compensatory time off for overtime work. During this period, you were authorized and given compensatory time off for the number of hours that was compensable, but you were not authorized to receive payment for overtime. Therefore, we feel that the terms of the contract have been met.

Your courtesy in writing to us about this is appreciated.

[redacted] STAT

cc: Inspector General
General Counsel
SR Division

Not sent

[redacted] STAT

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
AC/SR/Support Staff		DATE 23 Aug 63 STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AC/SR Division				STAT
2.				
STAT 3. General Counsel 7D-01 Hqs				OGC 63-2521 STAT
4.				STAT
5.				
STAT 6. Asst. to DCI Attn: 7E-07 Hqs		30 Aug		See attached memo.
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS

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